

APPENDIX 1 – MANDATORY SUBMISSION FORM

1. Applicant Information

Please fill out the following information, naming one individual to be the Applicant's contact for the Invitation process and for any clarifications or communication that might be necessary.
Full Legal Name of Applicant*:
Any Other Relevant Name under which the Applicant Carries on Business:
Business Address:
City, Province/State:
Postal Code:
Company Website (if any):
Applicant Contact Person
Name:
Title:
Phone:
Fax:
Email:

* The Submission should be on behalf of a single legal entity only, which entity would sign the Framework Agreement, if prequalified, and except in the case of Umbrella Organizations, enter into Housing Project Agreement(s) with the City, if successful in any Second Stage RFP.

2. Organizational Status

Please select the appropriate status that describes the Organization:

- Non-profit Housing Organization
- Non-profit Housing Co-operative
- Indigenous Housing Provider
- Umbrella Organization

3. Requested Categories of Prequalification

Please indicate which categories your organization is requested pre-qualification through this invitation (Select all that apply):

- Operation of Affordable Housing
- Operation of Supportive Housing
- Development and Operation of Affordable Rental Housing
- Development and Operation of Supportive Housing

4. Acknowledgement of Non-Binding Selection Process

The Applicant:

- (1) acknowledges and agrees that the Invitation process will be governed by the terms and conditions of the Invitation and the City's applicable policies and by-laws;
- (2) hereby confirms it has read and understand such terms and conditions; and
- (3) hereby confirms its compliance with such terms and conditions;

The Applicant further acknowledges that, among other things, the terms and conditions of the Invitation process confirm that this selection process does not constitute a formal, legally binding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation will be created between the City and the Applicant, other than as specified in the Framework Agreement, unless and until the City and the Applicant execute a Specific Project Agreement.

5. City Policies

The Applicant makes the following declarations and agrees to provide the City with ongoing disclosure of any changes to the declarations and information provided below during the Invitation process or the term of any prequalification.

6. Housing Provider Code of Conduct

The Applicant declares that it has read and understands its obligations under the Housing Provider Code of Conduct attached as a schedule to the Framework Agreement and certifies that the Applicant has not engaged in any conduct prohibited under the Housing Provider Code of Conduct and, if successful, will perform any resulting agreement(s) in compliance with the Housing Provider Code of Conduct. The Applicant confirms that any disclosures in respect of the Housing Provider Code of Conduct are set out below.

1. Collusion and Unethical Practices

If the Applicant declares an affiliation or other relationship with other Community Housing Providers that might be seen to compromise the principle of fair competition, the Applicant must set out the details below. If no details are provided, the Applicant is deemed to declare that it has no such affiliation or relationship.

1. Illegality

If the Applicant declares any previous convictions of itself or its Affiliated Persons under the Criminal Code, the Competition Act or other applicable law, for which they have not received a pardon, the Applicant must set out the details below. If no details are provided, the Applicant is deemed to declare that it or its Affiliated Persons have no such convictions.

2. Conflicts of Interest or Unfair Advantage

Potential Conflicts of Interest and unfair advantages include:

- i. engaging current or former City employees or public office holders to take any part in the preparation of the Submission or the performance of any resulting agreement(s) if selected, any time within twenty-four (24) months of such individuals having left the employ or public office of the City;
- ii. engaging any family members, friends or private business associates of any public office holder which may have, or appear to have, any influence on the selection process, or subsequent performance of any resulting agreement(s);

- iii. prior involvement by the Applicant or Affiliated Persons in developing any specifications or requirements or other evaluation criteria for the Invitation process;
- iv. prior access to confidential City information by the Applicant, or affiliated Persons, that is materially related to the Invitation and that was not readily accessible to other prospective Applicant; or
- v. the Applicant or its Affiliated Persons are indebted to or engaged in ongoing or proposed litigation with the City in relation to a previous agreement.
- vi. The Applicant or any members of its team are not acting at arms' length from one another (this includes but is not limited to, family members, spouses, related corporations and corporate subsidiaries);
- vii. Any City employee, Council member or member of a City agency, board or commission or employee thereof has a financial interest in the Applicant.

For the purposes of this section, Applicants must disclose the names of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) were employees of the City within twenty-four (24) months prior to the Submission Deadline; and (b) disclose all pertinent details including whether such former City employees participated in the preparation of the Submission or will participate in the performance of the agreement if awarded to the Applicant.

If the Applicant declares any other actual or potential Conflict of Interest or unfair advantage, the Applicant must set out details of the actual or potential Conflict of Interest below. If no details are provided, the Applicant is deemed to declare that it has no actual or potential conflict of interest or unfair advantage.

The Applicant further acknowledges that it is the Applicant's responsibility to ensure that all contracts

that are entered into by the Applicant, in relation to the operation of Housing Projects as may be awarded through the Second Stage RFP are to be at arm's length from both the Housing Provider and other contracting parties, and that any contracts with parties with whom the Housing Provider or other contracting parties are not at arm's length will be considered a conflict of interest and will disqualify the Housing Provider from the ability to qualify for a Second Stage RFP.

Declaration of Compliance with Anti-Harassment/Discrimination Policy

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code and the Charter of Rights and Freedoms. In addition, the City also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. By completing this Mandatory Submission Form, the Housing Provider declares as follows:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating City Division, in consultation with the City Solicitor, may result in the termination of the contract.

Declaration of Compliance with the City's Fair Wage and Labour Trades Policy

By completing this Mandatory Submission Form, the Housing Provider declares that the it agrees to abide by the City's [Fair Wage and Labour Trades Policy](#), as applicable.

Declaration of Compliance with Accessible Customer Service Training Requirements

By completing this Mandatory Submission Form, the Housing Provider declares that the it agrees to comply with the City's [Accessible Customer Service Training Requirements](#).

Environmentally Responsible Procurement Statement

The Applicant has read the City's [Environmentally Responsible Procurement Policy](#) and makes the following statement:

Environmentally preferred products/services are being used:

YES _____ NO _____

If yes, the Applicant confirms the following brief statement of the environmental benefit of the product/service:

Purchase of Products Manufactured in Factories Where Children are Used as Slave Labour or Other Exploitive Circumstances Which Impedes Child Development (if Applicable)

Applicants must state where products being used have been made:

Applicants to state if products offered have been made in factories in countries where children are used as slave labour or other exploitive circumstances which impedes child development:

Gender Diversity

As part of City Council's support to enhance gender diversity on boards of corporations, all corporations conducting business with the City of Toronto are encouraged to utilize an intersectional analysis to strive to have gender parity on their corporate boards.

City of Toronto Grant Principles

All corporations conducting business with the City of Toronto are encouraged to follow the principles outlined in the [2017 document For Public Benefit: City of Toronto Framework for Working with Community-Based Not-For-Profit Organizations](#), and the City of Toronto Grant Principles ([Appendix to Appendix A of the Toronto Grants Policy, 2019](#)). The principles include committing to transparency, openness, accountability, equity, diversity, and inclusion, both as principles and as tools for ensuring that the impact of effective city-sector collaborations are enjoyed by all residents in Toronto. These principles also include special recognition and consideration of First Nations, Inuit and Métis rights as they are distinctively recognized and affirmed in Section 35 of the Canadian Constitution.

5. Disclosure of Information

The Applicant hereby agrees that any information provided in this Submission, even if it is identified as being supplied in confidence, may be disclosed in accordance with the terms of the Invitation or where required by law or by order of a court or tribunal.

In addition to the foregoing declarations made on behalf of the Applicant, I/we, the authorized signing officer(s) of the Applicant acknowledge and confirm that:

- (a) I/we have the authority to bind the Applicant;
- (b) I/we submit this Submission on behalf of the Applicant to prequalify as a Community Housing Provider as described within the Invitation to Prequalify Housing Providers for Housing Projects, issued on _____;
- (c) I/we acknowledge receipt of the following addenda by number and date (if applicable):
 - 1. Addendum # _____ Date _____
 - 2. Addendum # _____ Date _____
 - 3. Addendum # _____ Date _____
 - 4. Addendum # _____ Date _____
 - 5. Addendum # _____ Date _____
- (d) I/we have carefully reviewed the Invitation including all appendices and have a clear and comprehensive understanding of the requirements;
- (e) I/we have submitted all the relevant information and if selected, agree to the terms and conditions set out in the Invitation; and
- (f) I/we attest to the accuracy of the information provided in this Submission.

Signature of Authorized Signing Officer*:	Signature of Authorized Signing Officer*:
Name:	Name:
Title:	Title:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

*The authorized signing officer(s) is/are the party or parties who will represent the Applicant in all contractual matters requiring a signature.